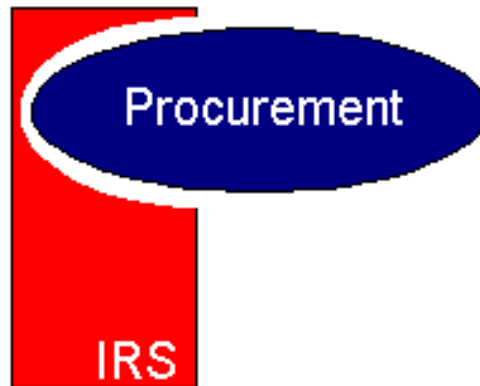


OFFICE OF PROCUREMENT POLICY  
COST AND PRICE ANALYSIS BRANCH



PRICE EVALUATION MODEL

# USER'S MANUAL

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INTERNAL REVENUE SERVICE

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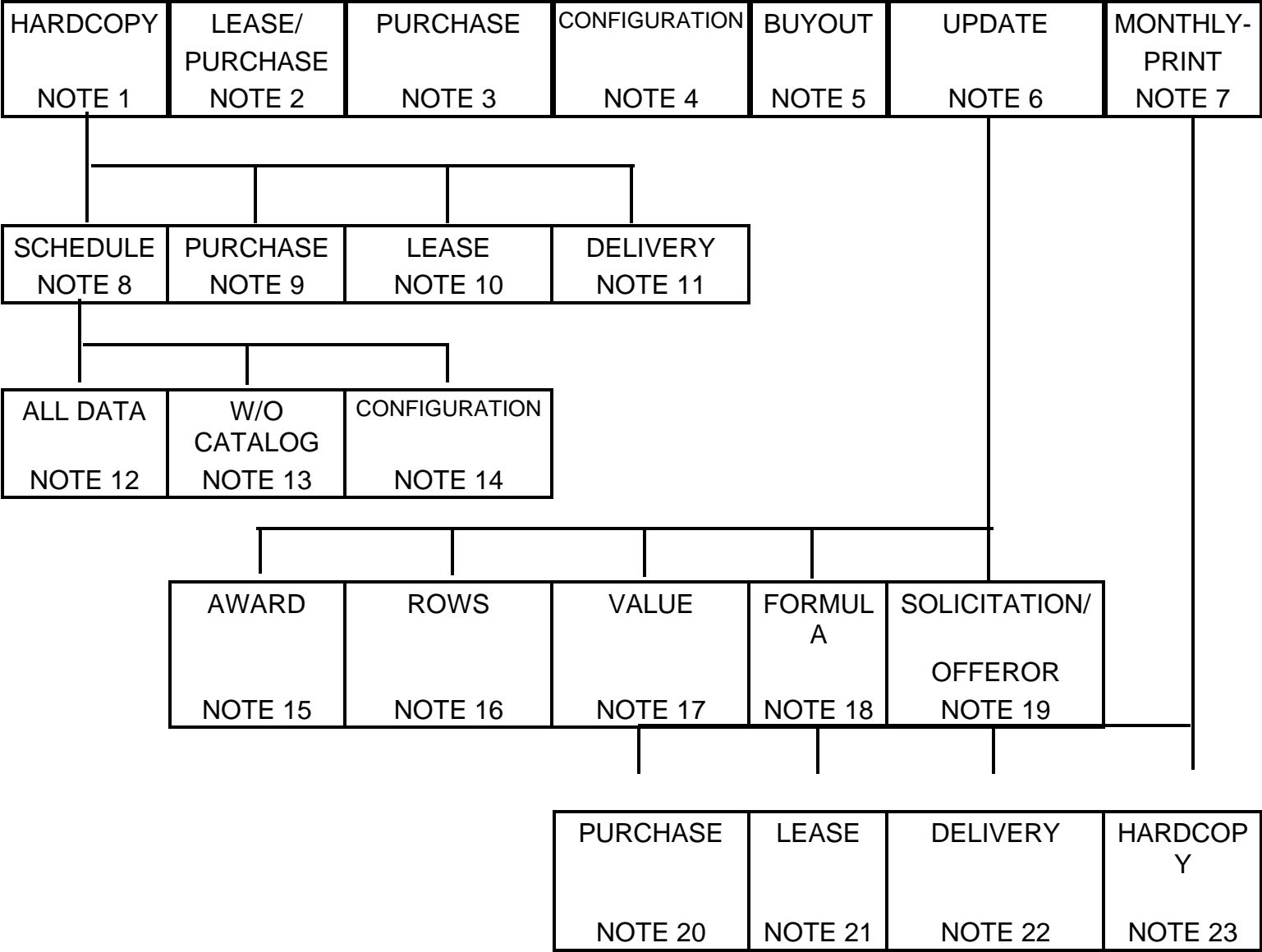
## SPREADSHEET OVERVIEW

There are four versions of the price evaluation model described below and each version is available in either LOTUS 123 for DOS or Windows. The version used for a particular procurement is dependent upon the present value requirements and if the award is expected to be made on a fiscal year or a calendar year basis. The version to be used will be identified in and provided with the associated RFP. Purchase and lease pricing and the associated present value prices, as well as interest associated with the lease plan are computed from data input into the first fourteen columns. Other than the setup/header which is entered using the update command described below, offerors only need to complete the first fourteen columns of the spreadsheet. The price evaluation model is menu driven to facilitate data entry as well as the printing of yearly and monthly basis price and delivery reports.

FORMAT	FILE NAME	FUNCTIONAL DESCRIPTION including PRESENT VALUE RATE and AWARD BASIS
DOS	<b>IRSNOIFY.WK3/FM3</b>	Price Evaluation Model for FIP Resources whose prices are adjusted for the effects of inflation. Present value is computed using the <b>Nominal Annual Rate</b> and Award is based on the <b>Government Fiscal Year</b> .
Windows	<b>IRSNOIFY.WK4</b>	
DOS	<b>IRSNOICY.WK3/FM3</b>	Price Evaluation Model for FIP Resources whose prices are adjusted for the effects of inflation. Present value is computed using the <b>Nominal Annual Rate</b> and Award is based on the <b>Calendar Year</b> .
Windows	<b>IRSNOICY.WK4</b>	
DOS	<b>IRSRLIFY.WK3/FM3</b>	Price Evaluation Model for FIP Resources whose prices have not been adjusted for inflation. Present value is computed using the <b>Real Discount Rate</b> and Award is based on the <b>Government Fiscal Year</b> .
Windows	<b>IRSRLIFY.WK4</b>	
DOS	<b>IRSRLICY.WK3/FM3</b>	Price Evaluation Model for FIP Resources whose prices have not been adjusted for inflation. Present value is computed using the <b>Real Discount Rate</b> and Award is based on the <b>Calendar Year</b> .
Windows	<b>IRSRLICY.WK4</b>	

For DOS versions, the WK3 and FM3 files must be in the same directory and **[ALT-M]** activates the spreadsheet menu. **[CONTROL-M]** activates the spreadsheet menu in WINDOWS versions.

The menu selections perform the commands in the following menu schematic (section 3 contains explanations keyed to the schematic notes):



**\*\*\* IMPORTANT \*\*\***

- o DOS/WINDOWS VERSIONS: LOTUS 123+ for DOS with WYSIWYG invoked must be used with the WK3 files in order for the menu macros to work and the reports to print properly. LOTUS 123 for Windows, release 5 must be used with the WK4 files.
- o The following available RAM is necessary to fully realize the capabilities of the spreadsheet:

Lines of Data	Required Available RAM
1,000-2,000	4 MB
3,000	8 MB
4,000	12 MB
5,000-6,000	16 MB
7,000-8,000	20 MB

- o All menu capable operations should be accomplished through the menu to protect the integrity of the data and preserve the effectiveness of the macros. With respect to the spreadsheet to be submitted, perform only those operations facilitated by the menu. NOTE: the menu will not work correctly in certain instances if columns are hidden other than those already hidden.
- o If sorts are performed, be sure that the complete range of data including the fiscal year and/or monthly data is included if this data exists at the time of the sort. If this data exists and is not included in the sort range, it will be necessary to recompute the fiscal year and/or monthly reports. Also, if you wish to work outside WYSIWYG [DOS versions] to gain speed, add the necessary rows through the menu before removing WYSIWYG, and be sure to reload WYSIWYG before saving the file.
- o All reports other than the master pricing schedules are computed independently of the master schedule; therefore, any changes to the quantitative data in the master schedule will invalidate existing fiscal year and monthly data. Accordingly, those schedules will have to be recomputed.
- o The method of submission will depend on the size of the file. The master pricing schedule with the formulas converted to values should be submitted where possible. However, if the master schedule file is too large to be sufficiently condensed, only the data in the first 14 columns need be submitted. The fiscal year and monthly reports do not have to be submitted on disk since they can be recalculated by the IRS.

## DATA INPUT INSTRUCTIONS

### A. REPORT CONFIGURATION

The following solicitation/offerator specific data is used in setting-up and updating the spreadsheet and the header for reports (the bracketed information provides instructions on invoking the menu and selection of applicable menu commands):

1. **CONTRACTOR'S NAME [ALT/CONTROL M then US]:** The offeror will be asked to respond "Y" or "N" to a series of questions concerning whether or not specified solicitation/offerator data needs updating. One of those questions concerns the offeror's name. After entering "Y," enter your company's name.

2. **SOLICITATION [ALT/CONTROL M then US]:** The offeror will be asked to respond "Y" or "N" to a series of questions concerning whether or not specified solicitation/offerator data needs updating. One of those questions concerns the solicitation number. After entering "Y," enter the solicitation number.

3. **PROGRAM [ALT/CONTROL M then US]:** The offeror will be asked to respond "Y" or "N" to a series of questions concerning whether or not specified solicitation/offerator data needs updating. One of those questions concerns the program name. After entering "Y," enter the program name or acronym.

4. **AWARD [ALT/CONTROL M then UA]:** Enter the month and year of the award date using two digits for each, i.e., 02/95 for February 1995. The fiscal year versions accommodate performance periods from 10/94 through 09/09. The calendar year versions accommodate performance periods 01/95 through 12/09.

5. **CONTRACT PERIOD [ALT/CONTROL M then US]:** The offeror will be asked to respond "Y" or "N" to a series of questions concerning whether or not specified solicitation/offerator data needs updating. One of those questions concerns the contract period. After entering "Y," enter the number of months in the contract period. The master spreadsheet will accommodate any contract period, but the preformatted yearly and monthly basis reports in version 4.0 accommodate only 15 years of data (see AWARD above).

6. **LEASE PLAN [ALT/CONTROL M then US]:** The offeror will be asked to respond "Y" or "N" to a series of questions concerning whether or not specified solicitation/offerator data needs updating. One of those questions concerns the lease plan. After entering "Y," enter the number of months in the lease plan.

7. **DISCOUNT RATE [ALT/CONTROL M then US]:** The offeror will be asked to respond "Y" or "N" to a series of questions concerning whether or not specified solicitation/offeror data needs updating. One of the questions will concern the Discount Rate. After entering "Y," enter the Discount Rate (provided by the IRS) rate in decimal form. Use the discount rate that applies to the particular spreadsheet version in use, ie. Nominal Discount Rate or Real Discount Rate (see note 8.)

8. **NOMINAL ANNUAL RATE:** In accordance with FIRMR 201-39.15-1(b), prices should be adjusted to present value in accordance with OMB Circular A-94. OMB Circular A-94 introduces the concept of dual discount rates termed "Nominal Discount Rates" and "Real Discount Rates." The Nominal Discount Rate includes factors which affect future purchasing power of the dollar and should be used for the offeror's proposed prices. The Real Discount Rate has been adjusted to eliminate the effect of expected inflation and should be used when the estimated future costs have not been adjusted for inflation such as with government in-house costs. Regardless of which rate is used, the rate will be converted to a nominal annual rate based on the frequency of monthly conversion.

## **B. CONFIGURATION AND PRICING DATA**

Offerors' pricing data are entered in the first 14 columns of the spreadsheet. The following are instructions keyed to the data entry columns and descriptions of the pricing plans generated therefrom:

1. **CLIN:** CLINs are assigned by the offeror based on instructions provided in the solicitation. *Do not enter leading zeros.* CLINs will be converted to four digit numbers at the time of contract award.

2. **SUB-CLIN:** Sub-CLINs are assigned by the offeror based on instructions provided in the solicitation. *Do not enter leading zeros.*

3. **NSP:** The NSP column is used to indicate (1) that an item is Not Separately Priced and (2) to identify the CLIN where the NSP item price is bundled.

4. **DESCRIPTION:** The description is the name used by the OEM, where applicable. This applies at both the CLIN and Sub-CLIN levels.

5. **MODEL NO.:** The model number shall consist of alpha-numeric characters only. Do not enter dashes, slashes, spaces etc. because characters such as these interfere with sorting order. If software is being proposed, include the version number.

6. **VENDOR:** The complete name shall be input even if it exceeds the cell width. If the vendor is not the manufacturer, provide the manufacturer's name in the business proposal for the purpose of facilitating verification of compliance with the Buy America Act. NOTE: Manufacturer means the original producer of the item which is not always the entity credited on custom labels.

7. **SITE:** Enter the site identified with the respective CLIN. Use the exact abbreviation shown in the solicitation.

8. **REFERENCE (REF):** The reference column identifies documents in the business proposal containing CLIN related pricing support data. This permits limiting the pricing schedule to data essential for price analysis. In addition to keeping the pricing tables clean and comparable, cross-referenced supporting documentation will facilitate technical verification of the pricing proposal. The preparation of supporting documents should also require less effort than might first be expected because each reference document will most likely apply to numerous CLINs.

9. **START MONTH and END MONTH:** The START MONTH refers to the delivery month. In lease and purchase plans the START MONTH and END MONTH are always the same. With respect to leases, the start month is the same as the end month because a lease is a financing arrangement rather than a recurring delivery. Lease applicability is identified by entering an interest rate in the interest rate column. Entering the final month of the lease term in the END MONTH will result in a "MONTH ERROR" error message in the lease payment column. A difference between the START and END MONTHS indicates recurring monthly expenses such as maintenance and government in-house operating costs.

10. **QUANTITY (QTY):** Quantity refers to the number of individual units.

11. **CATALOG UNIT PRICE:** Catalog unit price data is to be provided in accordance with the instructions in the solicitation.

12. **PROPOSED UNIT PRICE:** The price for one individual unit.

13. **INTEREST RATE:** The interest rate applicable to LTOP/LWOP/APP. Enter the rate in decimal form, i.e., .12 is entered for 12 percent. As stated in note 9, lease acquisition plans are activated by inputting an interest rate.



14. **LTOP (or LWOP or APP) PAYMENT:** The LTOP/LWOP/APP payment is an ordinary annuity based on payment of the purchase price over the lesser of the LTOP specified number of months, or the remaining months in the contract life, at the proposed interest rate.

15. **PURCHASE PLAN:** For one-time purchases, the purchase price is simply the quantity times the unit price. For recurring expenses, the purchase price is the quantity times the unit price times the number of months inclusively from the start month to the end month.

16. **PURCHASE PRESENT VALUE:** The present value of the purchase price is computed based on the present value of an ordinary annuity at the OMB A-94 prescribed discount rate (see section A, notes 7 and 8).

17. **LTOP/LWOP/APP PLAN:** LTOP, LWOP and APP plans include purchase prices as well as lease prices. The model computes complete price breakdowns for both lease and purchase plans with the difference between the two plans being the inclusion of lease prices in the lease plan for those items subject to lease. The purchase price is included in lease plans (**which is automatically identified by an asterisk to the right of the price**) in those situations where a lease is either not applicable or not offered. For those items offered for lease, the price is computed as follows: If the delivery month leaves enough time in the contract period to liquidate all payments on a monthly basis, the amount is computed by simply multiplying the lease payment times the months in the plan. If the delivery month does not leave enough time, which occurs at month 62 and beyond when using a 36-month lease plan in a 96-month contract, the amount is computed by multiplying the lease payment by the number of months remaining in the contract inclusive of the start month. This is consistent with the term over which the payments are computed (see note 14).

18. **LTOP/LWOP/APP PRESENT VALUE:** The LTOP, LWOP and APP present value computations depend on several variables with the first being whether the price included in the lease plan is based on purchase or lease (see note 17). Complete proposals are computed for each type of plan offered. The difference between lease and purchase plans is that lease payments are included in lease plans instead of purchase prices for those items offered for lease. If an item is only offered for purchase, present value is computed as described in note 16. If it is offered under a lease plan as well, the present value amount is the present value of the lease payments at the OMB A-94 prescribed discount rate.

19. **INTEREST:** The amount is the difference between the lease price and the purchase price.

20. **LIFE CYCLE COST:** Life Cycle Cost includes contractor and government in-house costs.

21. **CONTRACT PRICE:** The contract price excludes government in-house costs. In order for this to compute accurately, all in-house costs must be assigned CLINs 9,000 and above.

22. **[ALT/CONTROL I]:** Alt I is a standalone macro that inserts lines and subtotals the last 5 columns of the master pricing schedule and all fiscal year and monthly reports. Place the cursor in column A immediately below the last row being summed and invoke the macro which will insert 3 lines and add the consecutive rows of data immediately above the sum computations.

23. **SUBMISSION INSTRUCTIONS:** Data is to be provided on disk and in hard copy. The hard copy report shall be submitted on 8.5"x11" paper. If multiple spreadsheets are required, also submit a summary showing spreadsheet totals and grand totals of the last five columns in the master pricing schedule. The spreadsheet was designed using Wysiyg commands in Lotus 123 Release 3.4+/R 5.0 Windows and setup to print on an HP LaserJet IIISi printer. Therefore, Lotus 3.4+ or later version with Wysiyg or LOTUS for Windows R 5.0 should be used for proposal preparation.

## SPREADSHEET MENU INSTRUCTIONS

The menu is invoked by pressing [ALT M] for DOS versions and [CONTROL M] for WINDOWS versions. The following instructions are keyed to the schematic in section 1 which depicts the menu system:

1. **HARDCOPY.** Various formats of the master pricing schedule (see attachment 1) as well as fiscal year purchase, lease and delivery reports can be selected through the print command. The master pricing schedule formats include the complete schedule, the schedule without catalog prices (allows larger print) and configuration data only. The annual reports are computed independently of the master schedule and will not print unless (1) they have been computed, and thus exist, and (2) they are up-to-date. In other words, if the delivery period, quantity or pricing data are changed after the annual reports have been computed, the desired report will have to be recomputed before printing can occur. Note, the annual reports accommodate 15 years of data beginning with fiscal or calendar year 1995 depending on the model used, but only years 1995 through 2004 will print unless adjustments are made in accordance with the instructions provided under the update submenu item solicitation/offerror (see note 19).

2. **LEASE/PURCHASE.** The purchase/lease command computes purchase and lease price fiscal year reports. These annual reports are computed independently of the master schedule and will not print unless (1) they have been computed, and thus exist, and (2) they are up-to-date. In other words, if the delivery period, quantity or pricing data are changed after the annual reports have been computed, the desired report will have to be recomputed before printing can occur. Note, the annual reports accommodate 15 years of data beginning with fiscal or calendar year 1995 depending on the model used, but only years 1995 through 2004 will print unless adjustments are made in accordance with the instructions provided under the update submenu item solicitation/offerror (see note 19).

3. **PURCHASE.** The Purchase command computes only the purchase fiscal year report. This will save time where either all the items are purchase items, such as maintenance, or only purchase data is desired. This annual report is computed independently of the master schedule and will not print unless (1) it has been computed, and thus exists, and (2) it is up-to-date. In other words, if the delivery period, quantity or pricing data are changed after the annual report has been computed, the desired report will have to be recomputed before printing can occur. Note, the annual reports accommodate 15 years of data beginning with fiscal or calendar year 1995 depending on the model used, but only years 1995 through 2004 will print unless adjustments are made in accordance with the instructions provided under the update submenu item solicitation/offerror (see note 19).

4. **CONFIGURATION.** The configuration command computes the fiscal year delivery report. This provides the delivery quantity of each item by fiscal year. This annual report is computed independently of the master schedule and will not print unless it has been computed, and thus exists, and it is up-to-date. In other words, if the delivery period, quantity or pricing data are changed after the annual report has been computed, the desired report will have to be recomputed before printing can occur. Note, the annual reports accommodate 15 years of data beginning with fiscal or calendar year 1995 depending on the model used, but only years 1995 through 2004 will print unless adjustments are made in accordance with the instructions provided under the update submenu item solicitation/offeror (see note 19).

5. **BUYOUT.** The buyout command computes the buyout amount for leased items as of the date input at the prompt. The month and year must be entered as two digits each with leading zeros where necessary. The buyout amount is the remaining principle computed as the present value of an ordinary annuity which is the methodology used in computing the lease payment.

6. **UPDATE:** The update command accesses subcommands for inputting and updating the award date, adding additional rows to accommodate the volume of data to be entered, changing the master schedule pricing formulas to and from values to save RAM and disk space, and for tailoring the pricing model to reflect specific solicitation/offeror data. The solicitation/offeror subcommand cues prompts that ask the offeror's name, the solicitation number, the program's name, the contract period, the lease period and the applicable discount rate. It also provides instructions on how to adjust the fiscal year reports to include years beyond fiscal year 2004 (see note 1). The master schedule and all other reports must be recomputed and rerun if any changes are made, especially if the changes impact fiscal year pricing or delivery distribution.

7. **MONTHLY PRINT.** The monthly-print command accesses subcommands for computing and printing monthly purchase and lease pricing reports and delivery reports. These reports are computed independently of the master schedule and will not print unless (1) they have been computed, and thus exist, and (2) they are up-to-date. In other words, if the delivery period, quantity or pricing data are changed after the monthly reports have been computed, the desired report will have to be recomputed before printing can occur. The reports include only the months in the contract performance period. Up to 15 years of data beginning with fiscal or calendar year 1995 depending on the spreadsheet are accommodated in the preestablished format.

Accordingly, unlike the fiscal year reports, no adjustment is necessary to print the entire 15 years of data.

8. **SCHEDULE** (see section 3, note 1). This is one of four subcommands accessed through the print command. It accesses additional subcommands for printing variations of the master pricing schedule. The variations are (1) the complete schedule, (2) the schedule without catalog prices (allows the report to accommodate larger print), and (3) a configuration report that includes no pricing data (can be used for price/technical verification purposes).

9. **PURCHASE** (see section 3, notes 1, 2 and 3). This is one of four subcommands accessed through the print command. It prints the purchase fiscal year report (see attachment 4) which is computed under either the purchase/lease (see note 2) or purchase (see note 3) commands. This annual report is computed independently of the master schedule and will not print unless (1) it has been computed, and thus exists, and (2) it is up-to-date. In other words, if the delivery period, quantity or pricing data are changed after the annual report has been computed, the desired report will have to be recomputed before printing can occur. Note, the annual reports accommodate 15 years of data beginning with fiscal or calendar year 1995 depending on the model used, but only years 1995 through 2004 will print unless adjustments are made in accordance with the instructions provided under the update submenu item solicitation/offerror (see note 19).

10. **LEASE** (see section 3, notes 1 and 3). This is one of four subcommands accessed through the print command. It prints the lease fiscal year report (see attachment 5) which is computed under the purchase/lease command (see note 2). This annual report is computed independently of the master schedule and will not print unless (1) it has been computed, and thus exists, and (2) it is up-to-date. In other words, if the delivery period, quantity or pricing data are changed after the annual report has been computed, the desired report will have to be recomputed before printing can occur. Note, the annual reports accommodate 15 years of data beginning with fiscal or calendar year 1995 depending on the model used, but only years 1995 through 2004 will print unless adjustments are made in accordance with the instructions provided under the update submenu item solicitation/offerror (see note 19).

11. **DELIVERY** (see Section 3, notes 1 and 4). This is one of four subcommands accessed through the print command. It prints the configuration fiscal year report (see attachment 6) which is computed under the configuration command (see note 4) in the main menu. This annual report is computed independently of the master schedule and

will not print unless (1) it has been computed, and thus exists, and (2) it is up-to-date. In other words, if the delivery period, quantity or pricing data are changed after the annual report has been computed, the desired report will have to be recomputed before printing can occur. Note, the annual reports accommodate 15 years of data beginning with fiscal or calendar year 1995 depending on the model used, but only years 1995 through 2004 will print unless adjustments are made in accordance with the instructions provided under the update submenu item solicitation/offeror (see note 19).

12. **ALL DATA** (see section 3, notes 1 and 8). This is one of three subcommands accessed through the print command via the schedule subcommand. It prints the entire master pricing schedule (see attachment 1).

13. **W/O CATALOG** (see section 3, notes 1 and 8). This is one of three subcommands accessed through the print command via the schedule subcommand. It prints the master pricing schedule without catalog pricing which allows for larger print (see attachment 2).

14. **CONFIGURATION**. (see section 3, notes 1 and 8). This is one of three subcommands accessed through the print command via the schedule subcommand. It prints only the configuration data (no pricing data is shown) (see attachment 3). This report can be used for the purpose of facilitating the price/technical verification.

15. **AWARD** (see section 3, note 6). This is one of five subcommands accessed through the update command in the main menu. It prompts entry of the month and year of the award. The month and year must be entered as two digits each with leading zeros where necessary, i.e., 09/95. All reports should be recomputed and reprinted after any change is made to the award date.

16. **ROWS** (see section 3, note 6). This is one of five subcommands accessed through the update command in the main menu. It prompts entry of the number of additional rows needed to accommodate the volume of data to be entered. Rows are entered at the end of the spreadsheet. This procedure should always be accomplished through the spreadsheet to protect the integrity of the data and preserve the effectiveness of the macros that work with the menu.

17. **VALUE** (see section 3, note 6). This is one of five subcommands accessed through the update command in the main menu. It converts the formulas in the master pricing schedule to values to reduce the usage of RAM and disk space. This should also speed up printing, sorting, etc.. This procedure should always be accomplished

through the spreadsheet to protect the integrity of the data and preserve the effectiveness of the macros that work with the menu.

18. **FORMULA** (see section 3, note 6). This is one of five subcommands accessed through the print command via the update command in the main menu. It restores formulas and converts values previously converted from formulas back to formulas. This procedure should always be accomplished through the spreadsheet to protect the integrity of the data and preserve the effectiveness of the macros that work with the menu. Also, if changes are made to data in the master pricing schedule, all reports should be recomputed and reprinted.

19. **SOLICITATION/OFFEROR** (see section 3, note 6). This is one of five subcommands accessed through the update command in the main menu. The solicitation/offerator command cues prompts that ask for the offeror's name, the solicitation number, the program's name, the contract period, the lease period and the applicable discount rate. It also provides instructions on how to adjust the fiscal year reports to include years beyond fiscal year 2004 (see note 6). This facilitates tailoring the pricing model to specific procurements and subsequent updating of information. The master pricing schedule and all other reports should be recomputed and rerun if any changes are made, especially if the changes impact fiscal year pricing or delivery distribution.

20. **PURCHASE** (see section 3, note 7). Purchase is one of four subcommands accessed through the monthly-print command in the main menu. It computes the monthly purchase price distribution report. This report is computed independently of the master schedule and will not print unless (1) it has been computed, and thus exists, and (2) it is up-to-date. In other words, if the delivery period, quantity or pricing data are changed after the report has been computed, it will have to be recomputed before printing can occur. The reports include only the months in the contract performance period. Up to 15 years of data beginning with fiscal or calendar year 1995 depending on the spreadsheet are accommodated in the preestablished format. Accordingly, unlike the fiscal year reports, no adjustment is necessary to print the entire 15 years of data.

21. **LEASE** (see section 3, note 7). Lease is one of four subcommands accessed through the monthly-print command in the main menu. It computes the monthly lease price distribution report. The monthly lease report shows both lease and purchase items, but the distribution of payments is shown for the lease items. This report is computed independently of the master schedule and will not print unless (1) it has been

computed, and thus exists, and (2) it is up-to-date. In other words, if the delivery period, quantity or pricing data are changed after the report has been computed, it will have to be recomputed before printing can occur. The reports include only the months in the contract performance period. Up to 15 years of data beginning with fiscal or calendar year 1995 depending on the spreadsheet are accommodated in the preestablished format. Accordingly, unlike the fiscal year reports, no adjustment is necessary to print the entire 15 years of data.

22. **DELIVERY** (see section 3, note 7). Delivery is one of four subcommands accessed through the monthly-print command in the main menu. It computes the monthly delivery distribution report. This report is computed independently of the master schedule and will not print unless (1) it has been computed, and thus exists, and (2) it is up-to-date. In other words, if the delivery period, quantity or pricing data are changed after the report has been computed, it will have to be recomputed before printing can occur. The reports include only the months in the contract performance period. Up to 15 years of data beginning with fiscal or calendar year 1995 depending on the spreadsheet are accommodated in the preestablished format. Accordingly, unlike the fiscal year reports, no adjustment is necessary to print the entire 15 years of data.

23. **HARDCOPY** (see section 3, note 7). Hardcopy cues prompts that ask whether or not printing of available and up-to-date reports is desired. The available reports are the monthly purchase price distribution (see attachment 7), the monthly lease price distribution (see attachment 8) and the monthly delivery distribution (see attachment 9). If pricing data in the master pricing schedule has been changed since the last update, no prompt will be cued for monthly reports.